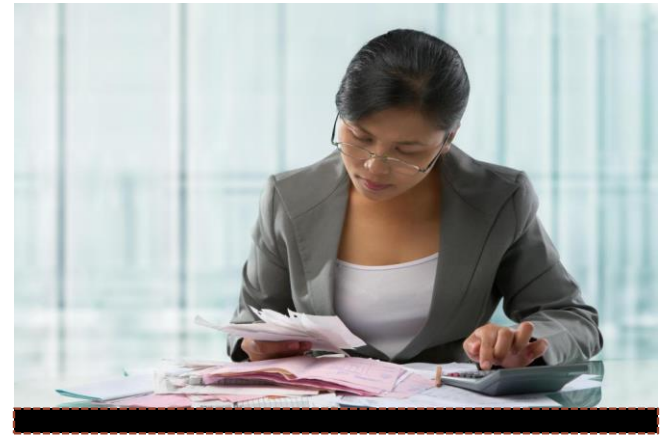




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EDUCATION**  
*People, Changing*

NEW YORK CITY  
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# Resume Preparation for Internationally Trained Accountants

September 12, 2011

# What is the purpose of a resume?



- Creates a positive first impression.
- Describes your professional experience, accomplishments and strengths.
- Acts as a base for interviewers to ask questions.
- To land you a job interview!



# Resume Formatting Guidelines



- Length: Limit a resume to one typed page. Be descriptive and concise.
- Font: Avoid fonts smaller than 10pt and larger than 12pt.
- Be Consistent: Same type of font, same spacing and same organization throughout the document.
- Paper: Use 8.5 x 11” high quality paper.
- Spell and Grammar Check! Have more than one person read your resume.
- Avoid pre-formatted templates as edits are difficult to make.

# Some Resume “Don’ts”



- Never include your height, weight, age, date of birth, country of birth, marital status, sex, ethnicity/race, health status, social security number, reasons for leaving previous job, picture of yourself, religion, church affiliations, or political affiliations.
- Don't list interests and hobbies unless directly related to the position.
- Don't use personal pronouns (I, me, my). Use statements beginning with a strong action verb.
- Writing “References available upon request” is not necessary.
- Don't crowd all of your information into one unreadable paragraph. Make good use of ‘white space’ and bullets.
- Don't misrepresent yourself. Don't lie.

# Getting to know the parts of a resume



- Contact Information
- Professional Summary or Profile
- Employment History (including accomplishment statements)
- Education

## Optional

- Honors/ Awards
- Professional Associations
- Publications and Presentations

# Contact Information



**Maria Lopez, CPA**

1305 Congers Dr. #6351

New York, NY 10036

Maria.Lopez@hotmail.com

**(718) 555-5555**

- Use a phone number with an answering service and a professional message
- Prepare your family to answer the telephone professionally and to take notes of the call
- If you have a certification or title, include it
- Include a professional e-mail address:

**Maria.Lopez@hotmail.com not missbutterfly@hotmail.com**

# Resume Outline



- **CONTACT INFORMATION**
- **PROFESSIONAL SUMMARY or PROFILE**
- **PROFESSIONAL EXPERIENCE**
  - Position Title
  - Name of Institution, Dates of Employment, Location (city, state or city, country)
  - Description of the institution (frame of reference for US employers)
  - Position Description and Responsibilities: Bullet point format
  - Volunteer and Internship experience
- **EDUCATION**
  - Accounting Degree; Specialization
  - Name of University, Dates of Attendance, Location
- **ADDITIONAL EDUCATION**
- **PROFESSIONAL ASSOCIATIONS & AFFILIATIONS**

## PROFESSIONAL SUMMARY: The first thing an employer will read



- An overview of yourself as a professional
- Includes information such as:
  - What position you're applying for
  - Areas of expertise or specialized knowledge
  - Total Years of experience in your field
  - Key skills
  - Managerial experience
  - Licenses and certifications
  - Accounting software
  - Computer skills
  - Language skills (list dialects too)



# PROFESSIONAL SUMMARY: EXAMPLE



- Detail-oriented, efficient and organized Accountant with 7 years experience in accounting systems. Seeking a position as an Accountant.
- Expertise in accounting systems development, fiscal management and financial reporting.
- Proven record of developing and implementing financial and operational controls that improve business.
- Excellent written and verbal communication skills.
- In-depth knowledge of accounting regulations and standards.
- Proficient in Quickbooks Pro, Oracle, AutoCAD.
- Bilingual in English and Spanish.
- MS Word, Excel, PowerPoint.

## Professional Summary: continued



### You can have more than one resume:

- Professional Summary/ Profile can be tailored to the specific job you are applying for
- Use the job description of the job you are applying to help you write your professional summary
- Include key words from the job description

# Professional Experience



- Choose an appropriate section heading: Work Experience, Employment History, Professional Experience, Qualifying Experience.
- Be succinct with this section of your resume emphasizing your experiences in the most relevant way possible.
- Do not assume that the potential employer knows what you did because you list your title. You must be descriptive and concise.
- Use accomplishment statements to make your descriptions specific. For example: “Reduced the month-end close process from 8 days to 5 days.”
- Quantify your accomplishments: “Developed auditing procedure that reduced auditing expenses by 10%.”
- Include positions you have held which are related (volunteer).

# Professional Experience



- Name of the company/ business: Dates of Employment/  
Location
- Include a brief description of the Company to give US employers a frame of reference.  
*This section should be italicized and not in bullet form*  
*Provide a brief description of the company including:*  
The type of business, How many clients served,  
International affiliations
- Your Title: Accountant/ Finance Manager / Supervisor  
Accounting Manager
- Position Description: Primary duties and responsibilities
  - Ask yourself, “Will this information help me land an interview?”

## Description of Company: Example



### **POOR EXAMPLE**

*Largest banking company in Brazil.*

### **GOOD EXAMPLE!**

*Leading banking systems and financial software company in Brazil. Clients include banks across South America including Banco do Brazil, Banco de la Nacion Argentina and HSBC Bank Chile. Total staff of 180 across 3 cities in Brazil.*

## Position Description (list as bullet points)

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- Minimally 4-7 bullets per job describing responsibilities, duties, skills and accomplishments.
- Include information about:
  - # clients served
  - Type of accounting you provided
  - Managerial experience including # of persons supervised
  - Most common/impressive tasks/duties/responsibilities
  - Accomplishment Statements

Be sure to note the industry, size and whether the companies you worked for were public or private. For example: ABC, Company, City, Country (\$250M, privately held software company). This makes it easier for the reader to compare your work history with their needs.

# Accomplishment Statements



- Consider the following:
  - ✦ What actions you took in response to problems or challenges
  - ✦ How you contributed to positive changes in your organization
  - ✦ How did your work impact the organization, productivity, co-workers, patients or atmosphere of the organization
  - ✦ Did your supervisor/ Director tell you that you did something especially well?
  - ✦ Quantify results when possible. How much \$\$ did you save the company or how much did you generate profit for the company?
  - ✦ Include outcomes and results!

# SAMPLE Job Entry



## **Fiscal Manager**

**12/2005 – 1/2007**

**National Hospital of Hyderabad, Hyderabad, India**

*Joint Commission Accredited General Hospital in Hyderabad; Leading Hospital in region with over 250 personnel on site*

- Handled the tasks of maintaining high standard accounting functions including budgeting, compliance, policy, cost accounting and decision support.
- Ensured that all the financial records were maintained in accordance with Generally Accepted Accounting Principles and accounts are reconciled in a timely manner.
- Performed responsibilities of implementing and revising methods and systems to improve cost efficiency.
- Handled responsibilities of providing departmental support in areas of preparing tax returns, cost reports, bond reports, and state charity reports.
- Provided financial advice to the management team to enhance the service of health care.
- Developed financial controls that successfully scaled as the company grew from \$10 million to \$25 million of revenue per year.



# Internship Example (optional)



## **Accounting Internship**

**7/2002 – 6/2003**

### **Guadalajara General Bank, Guadalajara, Mexico**

- Assisted with financial planning by analyzing clients' current investments, income, liabilities, and risk tolerances to provide advice on how to allocate their assets.
- Assisted the Sales Manager in recommending and analyzing various products customers and other Financial Consultants.
- Managed databases by organizing customer data to provide Financial Consultants the ability to perform filters, set-up call cycles, and analyze clients.
- Created Microsoft Excel sheets, PowerPoint presentations.

**\*discuss internship experience when work experience is limited**

# Education



- **Your highest level of completion, degree or certification goes first**
- **Name of School**
- **Location of School**
- **Date of Completion**
  
- **Bachelor's of Science in Finance**
  - Undergraduate degree with specialization in \_\_\_\_\_
  
  - Listing High School not necessary if you attended University
  
  - Use terms that US employers and Accounting professionals will recognize

## Important Info to Include About Your Education



- Number of years of internship/ research research (if applicable)
- National Rank of University
- Thesis, original research or publications (optional)

## ADDITIONAL EDUCATION



- Name of course/seminar/class/conference
- How many hours (if applicable)
- Name of the university/institute, country and year
- Dates, location also included

### **EXAMPLES:**

**Quickbooks Pro**

**Computerized Accounting**

**IRS Enrolled Agent Program**

### **Example:**

- Bookkeeping with Quickbooks, 03/14- 05/14  
LaGuardia Community College; Long Island City, NY

# Professional Associations and Affiliations



List any professional associations/organizations you belong to, the country, start year and the end year, if applicable

**Example:**

- National Society of Accountants, USA, 2007 – Present
- Association of Accountants and Financial Professionals, USA 2010 – Present

# Notes on editing



- Make sure that your verb tense is correct and consistent throughout. If the job entry is about a current job all verbs are in the present tense. If the job entry is about a past job, verbs are in past tense.
- Formatting must be consistent. If one title is bold, then all titles must be bold.
- Make sure your alignment is precise; Use the 'tab' key to make sure that your text is aligned correctly.

# Questions?

